



VOLUNTEER OPPORTUNITY

Artsbridge seeks a person to assist with producing the E-news and internet communications with a view to eventually taking over the job.

These duties and responsibilities include producing an internet mailing at least once a month, sometimes more often at the request of the Board.

Duties

The news producer manages the online MailChimp program and the email lists (both of members and non-members) and this includes:

- selecting and editing photo banners and templates for quick production of the E-news
- promoting the monthly meetings and speaker's programs
- communicating with the Advertising chair and a few of the board members for previews and information to be sent to the general membership and the public.
- researching upcoming events from other organizations that might be of interest to our members as 'opportunities'
- tracking the email addresses each year for changes in member's contacts.
- using the Advertising chair's promo info and editing the photos and text provided to fit into the format for mobile and desktop E-news.
- occasionally helping members who have accidentally unsubscribed themselves or during our yearly membership drive for members to gain online access.

Qualifications

Artsbridge seeks a person who is comfortable using a computer, a photo editing software and some design experience to produce an attractive and readable newsletter. This person does not need web design knowledge but should be willing to spend some time learning how the MailChimp drag and drop service works.

The position allows for quite a bit of creativity to present attractive and readable news. Generally speaking the text and information will be provided and only requires occasional text editing.

The time required will likely be several hours once a month to produce the program E-news. In addition, communications for any Artsbridge shows or exhibits will require some additional time as well as maintaining the mail lists after the membership renewals and new members.

Contact:

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or, **Sue Ann Rainey**, Vice President srainey@yahoo.com;